

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT General Services Agency – Airport Services	(2) MEETING DATE 5/21/2013	(3) CONTACT/PHONE Richard Howell 781-5205	
(4) SUBJECT Request approval of a Use Permit and Lease Agreement for the rental of terminal office space by the Transportation Security Administration at the San Luis Obispo County Regional Airport. District 3.			
(5) RECOMMENDED ACTION It is recommended that the Board: 1. Approve the attached Use Permit and Lease Agreement; 2. Instruct the Chairperson to sign the Use Permit and Lease Agreement; and 3. Grant authority to the General Services Agency Director, or her designee, to initial the appropriate pages in the Use Permit and Lease Agreement.			
(6) FUNDING SOURCE(S) N/A	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? N/A
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____ ) <input type="checkbox"/> Board Business (Time Est. ____ )			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP See Attached	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A    Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW			
(18) SUPERVISOR DISTRICT(S) District 3 -			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: General Services Agency / Richard Howell  
781-5205

DATE: 5/21/2013

SUBJECT: Request approval of a Use Permit and Lease Agreement for the rental of terminal office space by the Transportation Security Administration at the San Luis Obispo County Regional Airport. District 3.

## **RECOMMENDATION**

It is recommended that the Board:

1. Approve the attached Use Permit and Lease Agreement;
2. Instruct the Chairperson to sign the Use Permit and Lease Agreement; and
3. Grant authority to the General Services Agency Director, or her designee, to initial the appropriate pages in the Use Permit and Lease Agreement.

## **DISCUSSION**

Following the events of September 11, 2001, the Transportation Security Administration (TSA) was formed to, among other tasks, provide security screening functions at our nation's airports, including the San Luis Obispo County Regional Airport.

Since April 2003, the TSA and County have entered into Use Permits and Lease Agreements, of varying lengths of time, whereby the TSA rented and occupied approximately 450 square feet of office space in the terminal building. The most current permit and agreement expired on April 17, 2013.

Prior to the expiration of the agreement, the TSA (through the federal government's General Services Administration Real Estate Acquisition Division) and the County entered into negotiations on a new permit and lease. The agreement is for a 3 year period, however, it provides the County the ability to terminate with a 120 day notice on or after December 17, 2014. TSA can also terminate the subject agreement without cause, using same date and noticing requirements. The offices are offered for rent on an AS-IS basis. The County will continue to be responsible for the maintenance of the building structure and systems. The amount of area in the new agreement is unchanged from the prior agreement.

The agreement, retroactive to April 17, 2013, consists of two documents, the Use Permit issued by the County and the US Government Lease for Real Property. While there are two documents included in the agreement, the controlling document is the County Use Permit. Federal policies and procedures require the documents to be signed by the County prior to being signed and finalized by the US Government.

Federal policies also require each page of the attached documents to be initialed by a representative of the County in addition to being signed. Due to the overall quantity of pages in the documents the General Services Agency requests your Board grant authority to the Agency Director or her designee the ability to initial the appropriate pages of attachments 1 through 4.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

This contract was reviewed by County Counsel for form and effect.

## **FINANCIAL CONSIDERATIONS**

Rent for the office space shall be paid to Airport Services on a monthly basis, in arrears, at the rate of \$26.52 per square foot annually. An annual rent increase of 5% will occur on the anniversary of the agreement in years two and three.

Year 1 -	\$11,933.25 at the rate of \$994.44 per month
Year 2 -	\$12,529.91 at the rate of \$1,044.16 per month
Year 3 -	\$13,156.41 at the rate of \$1,096.37 per month

## **RESULTS**

Approval of the attached Use Permit and Lease will provide a long term agreement for the use of office space in the terminal, a continuation of rental revenue, and continue to have a positive impact to customer service by having TSA screening offices in the terminal rather than an off airport location.

## **ATTACHMENTS**

Attachment 1 – Site Map  
Attachment 2 – TSA SBP Use Permit 2013 Final  
Attachment 3 – US GSA Lease Agreement  
Attachment 4 – US GSA Form 3517 General Clauses  
Attachment 5 – US GSA Form 3518 Representations and Certifications  
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